

## MINUTES

A meeting of the Assistant Executive Director Task Force was held April 22, 2014 at the offices of the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama.

Those present were Commissioner Nancy Wright, Search Committee Chairman; Commissioners Carole Harrison and Dorothy Riggins-Allen, Search Committee members; and Pat Anderson, AREC Executive Director. Sharleen Smith and Jane Goodson, AUM Job Search Consultants, were present to facilitate the search.

The meeting, having been duly noticed according to the Alabama Open Meetings Act, was called to order at 1:30 p.m. by Task Force Chairman Nancy Wright and a quorum was declared.

AUM set up a refreshed drop box account for the task force members to review materials prior to the meeting. The Assistant Executive Director Job Description, Job Announcement, written supplemental questions and rating forms, and face-to-face interview questions and rating forms for each round of the interview process were included in the DropBox.

The Job Description and Job Announcement for the Assistant Director position, voted on and approved by the Commissioners on September 1, 2013 were reviewed and minor revisions were made. The group unanimously agreed on the final versions.

The Commissioners reviewed and agreed upon the questions to be used for the supplemental written questionnaire, as well as at each round of the face-to-face interviews. The anchors used to reflect effective and ineffective responses were reviewed and revisions were made. Interview questions and/or rating anchors were added and/or revised in order to reflect the specific role of the Assistant Executive Director. Additionally, the task force agreed that some questions would receive higher weights to reflect the relatively higher importance of the knowledge area/skill to success in the Assistant Executive Director's position.

The task force discussed and agreed upon the use of role play and/or in-basket exercises to assess interpersonal communication, supervision and other critical skills more directly.

The group confirmed that the three outlets used in the national search for Executive Director also would be used in the Assistant Executive Director search. Pat Anderson will be responsible for distributing the job announcement to members of ARELLO via listserv. AUM will be responsible for posting the job announcement on the American Society of Association Executives website and the State of Alabama Personnel Department website.

The group established the following timeline and schedule of work. The timeline is somewhat tentative until the number of final applicants is determined for interviews. More or less time may be needed. If less time is needed for interviews, then the timeline may be condensed.

April 30	Job Announcement placed on three websites (AUM, Pat)
May 24	Application deadline (Applicants)
May 25-27	Minimum Qualification screening (AUM)
May 28	Send Supplemental Questionnaire to Applicants (AUM)
June 10	Supplemental Questionnaire deadline (Applicants)
June 18-19	Rating of Supplemental Questionnaires (Round One)/Determine interviewees (AUM, Commissioners)
July 9-11	Second Round Interviews/Determine third round interviewees (AUM, Commissioners)
August 5-6	Third Round Interviews with Roles Plays/In Baskets/Determine fourth round interviewees (AUM, Commissioners)
August 25-26	Fourth Round Interviews (AUM, Commissioners)
August 28	Job Offer made

The meeting was adjourned at 3:30 p.m.

Done this 22<sup>nd</sup> day of April 2014.

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Nancy D. Wright, Chairman and Recording Secretary